

## Notice of Appearance *or* Notice of Appearance and Request for Notice

This module will provide you with step-by-step instructions on how to file a **Notice of Appearance** or a **Notice of Appearance and Request for Notice**.

- STEP 1** Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

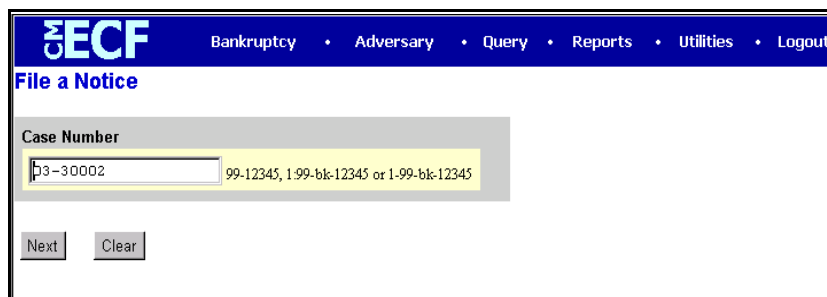
- STEP 2** The **BANKRUPTCY EVENTS** screen is displayed. (See Figure 2.)



Figure 2

- ◆ Click on the **Notices** hyperlink.

**STEP 3** The CASE NUMBER screen is displayed. (See Figure 3.)

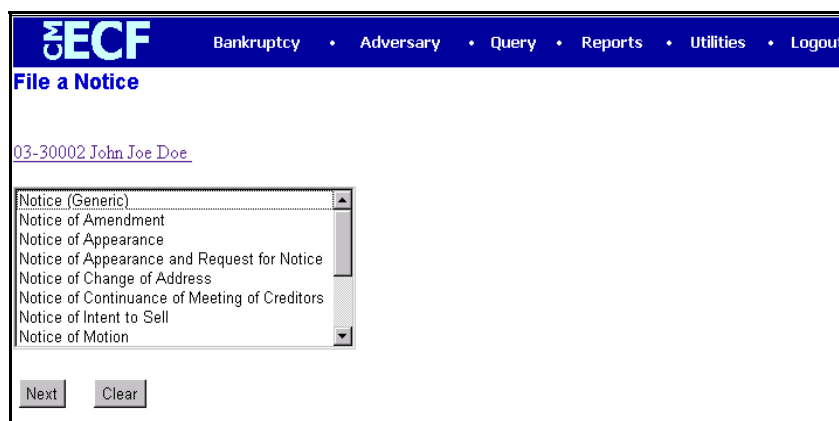
The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a section titled 'File a Notice'. Underneath, there is a 'Case Number' label and a text input field containing '03-30002'. To the right of the input field is a hint text: '99-12345, 1-99-blk-12345 or 1-99-blk-12345'. At the bottom of the section are two buttons: 'Next' and 'Clear'.

**Figure 3**

**NOTE:** If you have already accessed a case in this session, the number of the last case accessed will be displayed. Leave this number if it is the correct case for this application, or enter the correct case number (YY-NNNNN), to include the hyphen.

- ◆ Click on the **[Next]** button to continue.

**STEP 4** The **EVENT SELECTION** screen is displayed (See Figure 4.)

The screenshot shows the ECF web interface, similar to Figure 3. The 'File a Notice' section now displays the case number '03-30002' followed by the name 'John Joe Doe'. Below this is a dropdown menu for selecting an event. The menu is open, showing a list of options: 'Notice (Generic)', 'Notice of Amendment', 'Notice of Appearance', 'Notice of Appearance and Request for Notice', 'Notice of Change of Address', 'Notice of Continuance of Meeting of Creditors', 'Notice of Intent to Sell', and 'Notice of Motion'. At the bottom of the section are the 'Next' and 'Clear' buttons.

**Figure 4**

- ◆ Scroll to display the **Notice of Appearance** or the **Notice of Appearance and Request for Notice** event, whichever is applicable.

**NOTE:** Typing the letter “n” will display the first event starting with that letter.

- ◆ Click to highlight, then click on the **[Next]** button to continue.

**STEP 5** If not filing with another attorney, just click **[Next]**. If filing jointly, click in the check-box provided, then click on the **[Next]**.  
(See Figure 5.)

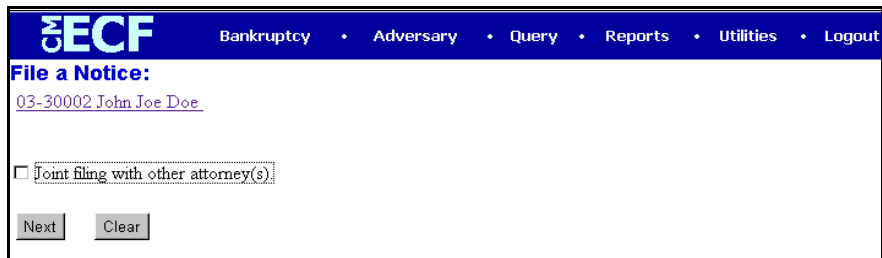


Figure 5

**NOTE:** If filing jointly, you will be provided with a screen listing the attorney(s) on the case.

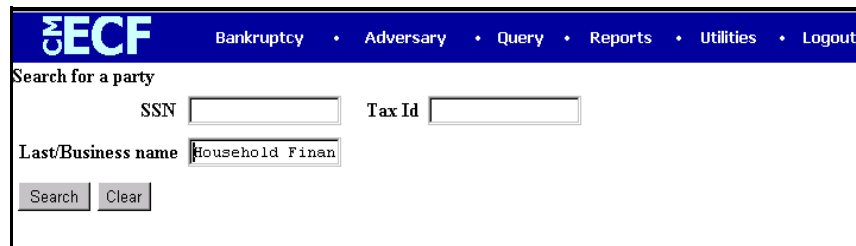
**STEP 6** The **PARTY SELECTION** screen in this example does not include our filer, Household Finance. (See Figure 6a.)



Figure 6a

- ◆ Click on the **[Add/Create New Party]** hyperlink to add the creditor.

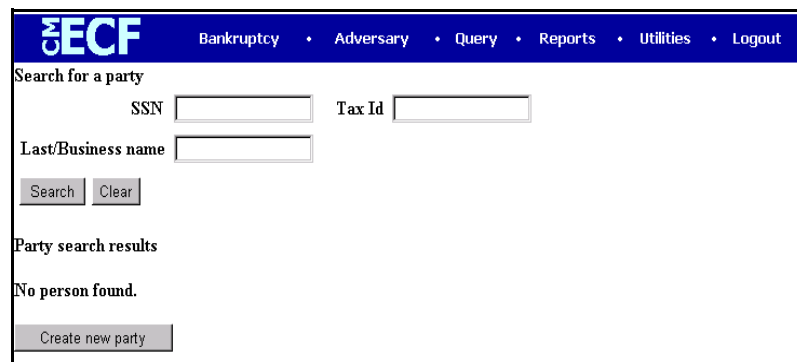
- ◆ Enter the creditor's name in the Last name field and click on the **[Search]** button to continue. (See Figure 6b.)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a section titled "Search for a party". It contains three input fields: "SSN", "Tax Id", and "Last/Business name". The "Last/Business name" field is populated with the text "Household Finan". Below the input fields are two buttons: "Search" and "Clear".

Figure 6b

- ◆ If the search was unsuccessful, click on the **[Create new party]** button to add the new party. (See Figure 6c.)



The screenshot shows the ECF interface with the same search fields as Figure 6b. The "Last/Business name" field is empty. Below the search fields, the text "Party search results" is displayed, followed by "No person found." At the bottom of the search results section is a button labeled "Create new party".

Figure 6c

- ◆ Change the role type to **Creditor** and click **[Submit]** to continue. (See Figure 6d.)

The screenshot shows the 'Party Information' form in the ECF system. The form includes fields for Last name (Household Finance), First name, Middle name, Generation, Title, SSN (222-11-1234), Tax ID, Office, Address 1, Address 2, Address 3, City, State, Zip, County, Country, Phone, Fax, E-mail, ProSe (no), and Role (Creditor (cr:cr)).

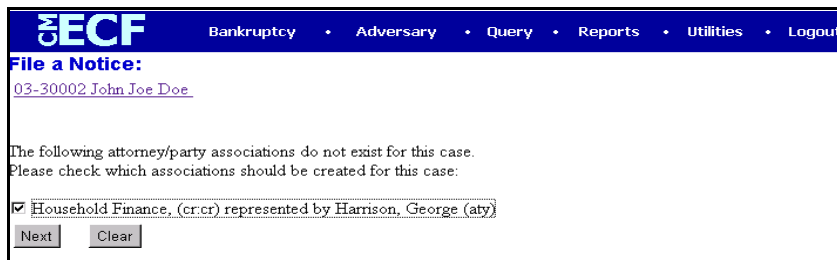
Figure 6d

- ◆ Select Household Finance as the filer and click on the **[Next]** button to continue. (See Figure 6e.)

The screenshot shows the 'File a Notice' screen in the ECF system. It displays a list of parties to select from: Household Finance, [cr:cr] (2359:1), American Express [cr:cr], Doe, John Joe [pty:db], and Gargula, Nancy J. [ust:ust]. The 'Household Finance, [cr:cr] (2359:1)' party is selected. There is a link for 'Add/Create New Party' and buttons for 'Next' and 'Clear'.

Figure 6e

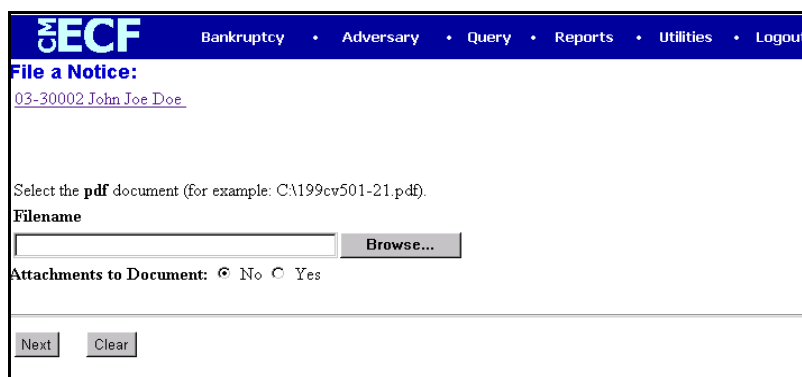
- ◆ Create the Attorney/Party association by clicking in the check-box provided on the **ATTORNEY/PARTY ASSOCIATION** screen. (See Figure 6f.)



The screenshot shows the ECF 'File a Notice' interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the bar, the page title is 'File a Notice:' followed by a link '03-30002 John Joe Doe'. The main content area contains the text: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this text is a list of associations with a checkbox next to each. The first association, 'Household Finance, (cr:cr) represented by Harrison, George (aty)', has its checkbox checked. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 6f

**STEP 7** The **PDF DOCUMENT** screen is displayed. (See Figure 7a.)



The screenshot shows the ECF 'File a Notice' interface for the PDF Document step. It features the same blue navigation bar as Figure 6f. Below the bar, the page title is 'File a Notice:' followed by a link '03-30002 John Joe Doe'. The main content area contains the text: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Below this text is a label 'Filename' followed by a text input field and a 'Browse...' button. Below the input field is the text 'Attachments to Document: No Yes', where 'No' is selected with a radio button. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 7a

- ◆ Click on the **[Browse]** button, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
  - To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select **Open**. (See Figure 7b.)

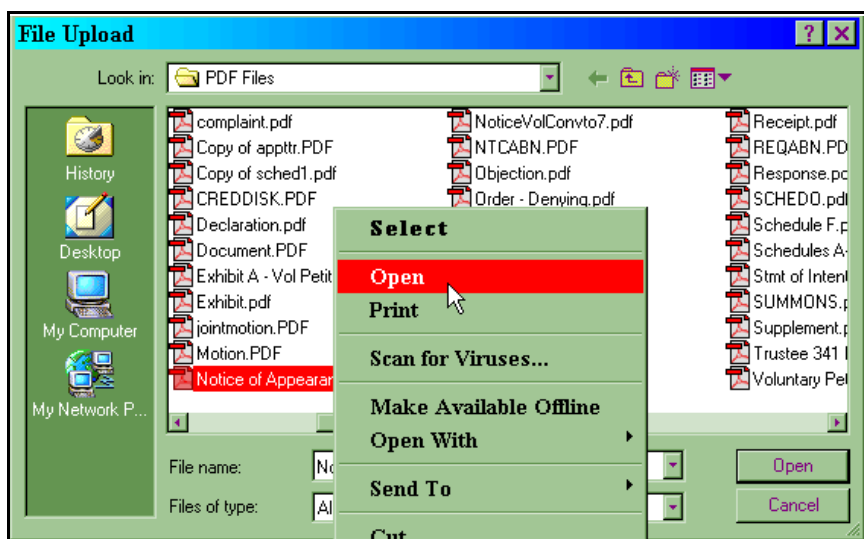


Figure 7b

- This will launch the Adobe Acrobat Reader to display the contents of the PDF document. Verify that the document is correct.
- Close or minimize the Adobe application after verifying the correct file and click **Open** on the File Upload dialogue box. (See Figure 7c.)

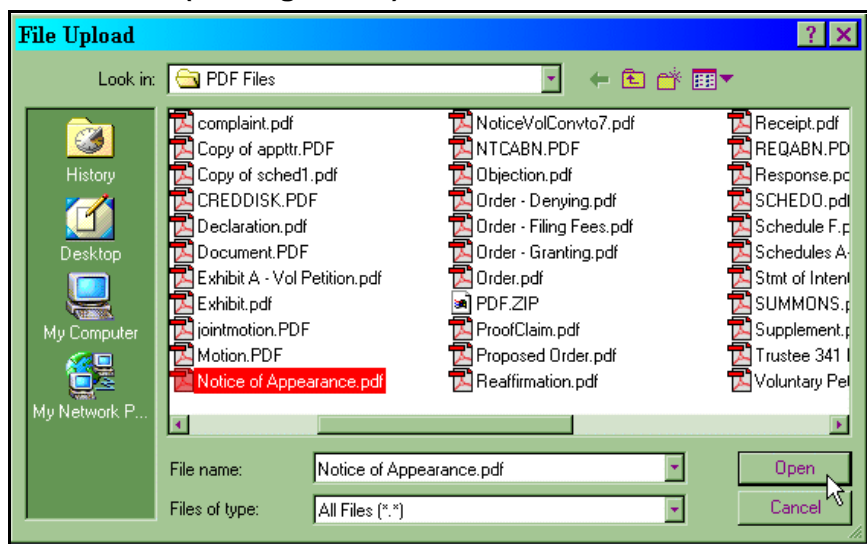


Figure 7c

- ◆ Accept the default setting of **No** to the **Attachments to Document** prompt. Attachments will be covered in another module.
- ◆ Click on the **[Next]** button to continue.

**STEP 8** The **MODIFY TEXT** screen will be displayed.

(See  
Figure 8.)

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the bar, the page title is 'File a Notice:' followed by a case number and name: '03-30002 John Joe Doe'. A grey box contains the instruction 'Docket Text: Modify as Appropriate.' Below this, a yellow box displays the current docket text: 'Notice of Appearance of Ben Matlock on behalf of Household Finance. (Harrison, George)'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

**Figure 8**

- ◆ In the text box insert the words “of [name of attorney] on behalf of [name of creditor]” and click **[Next]**.

**STEP 9**  
The **FINAL TEXT** screen will be displayed.

(See  
Figure 9.)

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the bar, the page title is 'File a Notice:' followed by a case number and name: '03-30002 John Joe Doe'. A grey box contains the instruction 'Docket Text: Final Text'. Below this, a yellow box displays the final docket text: 'Notice of Appearance of Ben Matlock on behalf of Household Finance Filed by Household Finance. (Harrison, George)'. Below the yellow box, a red warning message states: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the form are two buttons: 'Next' and 'Clear'.



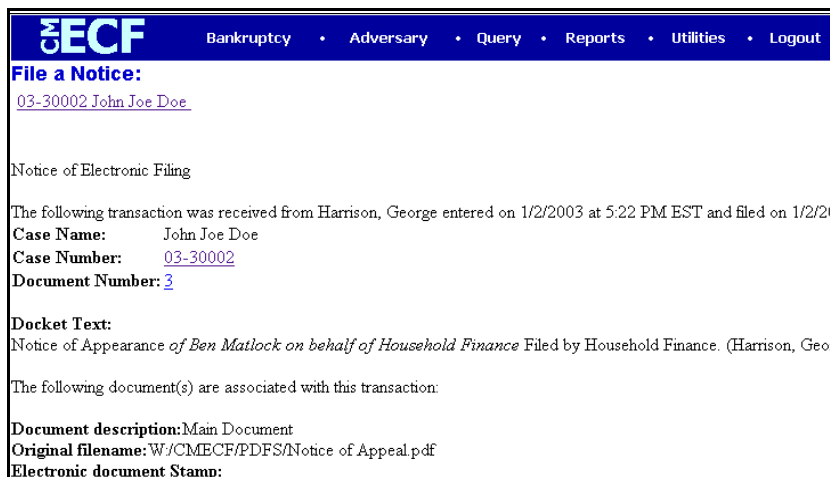
**Figure 9**

**NOTE:** To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the Menu Bar.

- ◆ If the text is correct, click **[Next]** to continue.

**CAUTION:**    **This is your last chance to change anything before the final submission!**

**STEP 10** The **NOTICE OF ELECTRONIC FILING** screen is displayed.  
(See Figure 10a.)



**Figure 10a**

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- ◆ Clicking on the document number hyperlink will display the PDF image of the document just filed.
- ◆ To print a copy of this electronic receipt click the browser **[Print]** icon.
- ◆ To save a copy of this electronic receipt, click **[File]** on the browser menu bar and select **Save Frame As**, or click the browser **[Print]** icon to print a copy of this electronic receipt.

## Features of the CM/ECF Notice of Electronic Filing:

- ◆ Hyperlink to docket sheet
- ◆ Date and time stamp information
- ◆ Case title
- ◆ Docket text
  - Text produced from docket event
  - Annotated text in italics
  - Attachment type, description and attachment number, which is a hyperlink to the PDF file of the attached document.
- ◆ **Associated PDF documents:**
  - Document description: Defaults to the Main Document being filed.
  - Original filename: The full directory path and filename from firm or court's PC or network.
  - Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.
  - Document description: The first document entered on the attachment screen (if any).
  - Original filename: The full directory path and filename from the firm or court's PC or network.
  - Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption.
- ◆ **Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

◆ **Notice will not be electronically mailed to:**

Name and traditional mailing address of other parties on the case who have not furnished their e-mail address with the court.

**NOTE:** Subscribers to electronic noticing will be given “one free look” at the document that was filed. This message will appear on each notice:

**\*\*NOTE TO PUBLIC ACCESS USERS\*\***

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

## Queries and Reports

- ◆ Attorneys, trustees, and other external CM/ECF users will have access to the Notice of Electronic Filing when it is first generated. To obtain a duplicate copy, a docket report can be generated with an option to include the Notices of Electronic Filing.

However, subsequent access to any Query or Report programs for attorneys and trustees must go through the PACER system.

- ◆ When an attorney or trustee filer selects a menu option from Reports, Query or the Claims Register, they must access it through the Public Access to Electronic Records (PACER) program

Users must already be registered with the PACER system to have a login and password. Note the information on the screen below. (See Figure 10b.)

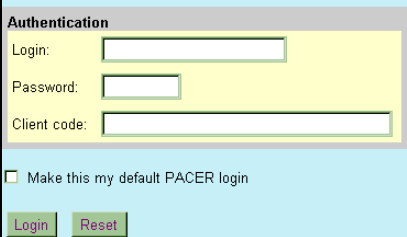
**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

### PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$0.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.



The image shows a screenshot of a web form titled "Authentication". It is set against a light blue background. The form itself has a yellow background and a thin grey border. It contains three input fields: "Login:", "Password:", and "Client code:". Below these fields is a checkbox labeled "Make this my default PACER login". At the bottom of the form are two buttons: "Login" and "Reset".

**Authentication**

Login:

Password:

Client code:

☐ Make this my default PACER login

**Figure 10b**